

# Countersign Letter of Intent

## 1 Introduction

Presubmissions, whether Letters of Intent (LOIs) or Preproposals, may be required for various Department of Energy (DOE) Office of Science (SC) Funding Opportunity Announcements (FOAs). At times, SC may also require (based on FOA guidelines) that a user with the institution's Submit to DOE privilege provide a countersignature on the presubmission as a final step of the submission process.

The purpose of this document is to provide step-by-step instructions for users to follow to countersign an LOI in PAMS.

## 2 Prerequisites

Before you can countersign an LOI in PAMS, the following criteria must be met:

- The user is associated to an Institution in PAMS and possesses the Submit to DOE privilege for that Institution.
- A user who does not possess the Submit to DOE privilege for the Institution has submitted an LOI for countersignature.

## 3 Countersign Letter of Intent

1. Log in to the PAMS external website at: <https://pamspublic.science.energy.gov/webpamsepsexternal/login.aspx>
2. Navigate to the **Tasks** tab. (Figure 1)

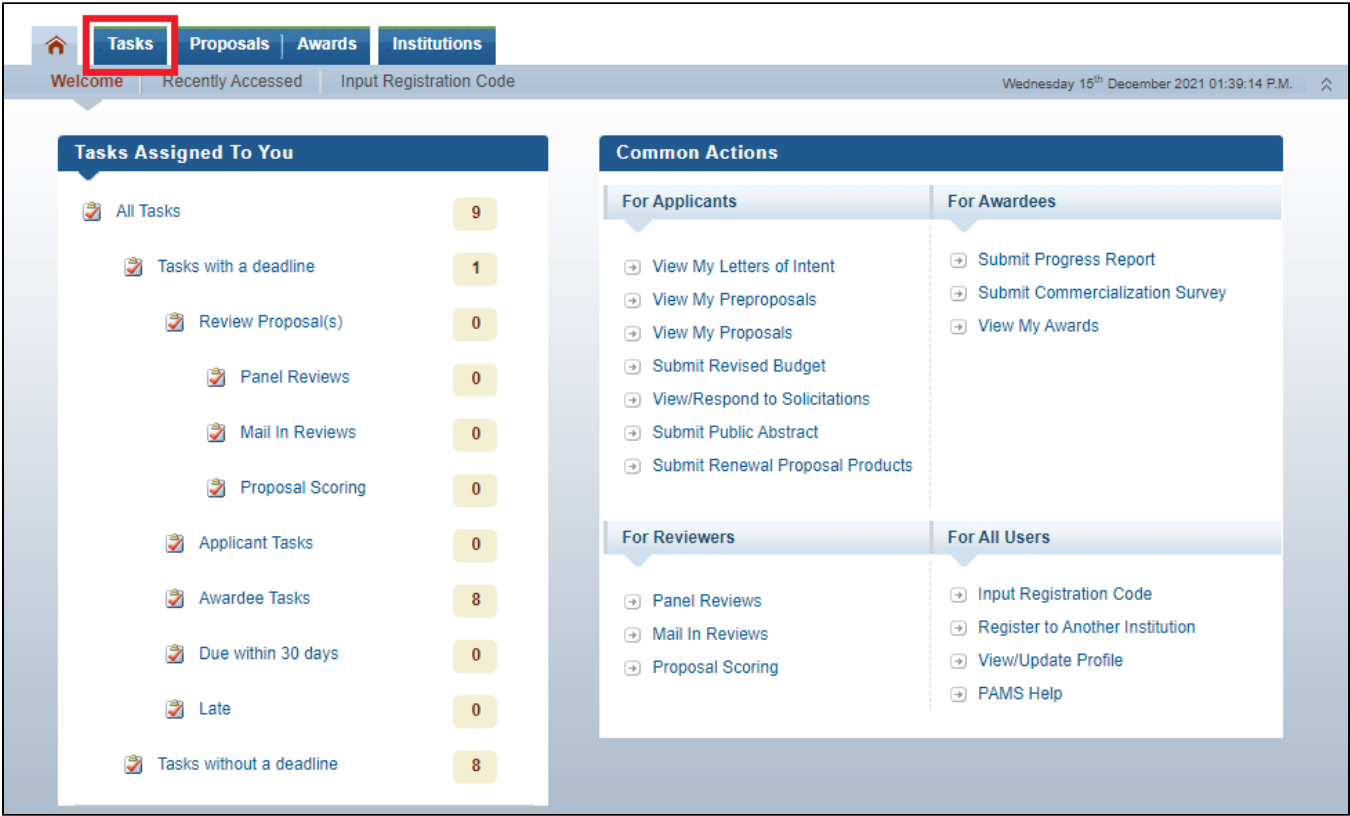


Figure 1. PAMS Homepage, Tasks

3. PAMS will navigate to the Pending Tasks – List page, which displays all tasks currently assigned to you in PAMS. Browse the list or use the filters or advanced search above the grid to find the Countersign Letter of Intent task you would like to complete. Once you have found the task, click **Submit Letter of Intent** in the Options column. (Figure 2)

Home

Tasks

Proposals

Awards

Institutions

Browse

Wednesday 15<sup>th</sup> December 2021 01:40:42 P.M.

ALL ENTITIES

Tasks

Applicant/Grantee

Presubmission

Proposals

Award

Institution

You are here: Home » Tasks » Browse » Tasks

Pending Tasks - List

Not Completed

Recently Completed

Detailed View

Search

Saved Searches

Page size: 15

Go

9 items in 1 page(s)

Deadline (Due)	Task Category	Tracking #	Task	Entity	Organization	Options
01/30/2022 12:00 AM (46 Days)	Presubmission	LOI-0000000000	Countersign Letter of Intent	N/A	[Institution Name, City, State]	Submit Letter of Intent
N/A	Award	0000000000	Award Access Request - Award Modification Request	DE-SC00000000	[Institution Name, City, State]	Approve/Disapprove Access

Figure 2. Pending Tasks – List, Submit Letter of Intent

4. PAMS will navigate to the Countersign Letter of Intent page, which displays all the information about the LOI. Select the “Approve and Submit to DOE” or “Disapprove” radio button. (Figure 3)

Home

Tasks

Proposals

Awards

Institutions

Browse

Wednesday 15<sup>th</sup> December 2021 01:42:20 P.M.

ALL FUNCTIONS

Tasks

Tasks

Pending Tasks

Applicant/Grantee

Presubmission

Countersign Preproposal

Countersign Letter of Intent

Proposals

Complete Revised Budget

Submit Revised Budget

Award

Progress Report

Renewal Proposal

Products

Award Access Request

Institution

Institution Access Request

Reviewer

Review

Mail In

Panel Review

Proposal Scoring

You are here: Home » Tasks » Browse » Applicant/Grantee [ ] » Countersign Letter of Intent

Countersign Letter of Intent

Solicitation Information

Solicitation

[Solicitation]

Institution Information

Institution

[Institution Name]

Institution Type

[Type]

UEI Number

DUNS Number

[DUNS]

PI Information

Name

[LastName, FirstName]

Position Title

PI

Email Address

[Email Address]

Phone Number

[Phone Number]

Address

[Address]

Project Information

Title

[Title]

Program Manager

[LastName, FirstName]

Letter of Intent Submitted Date

N/A

Letter of Intent

Document Name	Size	Date Attached	Description
FILE.docx	11 kB	12/14/2021	

Request Details

Initiated By: [LastName, FirstName]

Initiated On: 12/14/2021

Submission Deadline: 1/30/2022 (46 Day(s) Remaining)

Countersign Letter of Intent

★ Countersign Letter of Intent

☐ Approve and Submit to DOE
 ☐ Disapprove

Comments

(Required for disapproving)

Approximately 2 pages (Max 3000 Characters): 3000 Characters left.

Cancel

Submit Decision

Figure 3. Countersign Letter of Intent



If you select "Disapprove", you must provide comments in the Comments field. These comments will be viewable by the submission requestor.

5. When you are finished, click **Submit Decision** in the bottom right corner of the page.

6. PAMS will navigate to the Countersign Letter of Intent – List page and display a green success message confirming that the decision has been recorded successfully. (Figure 4)

The screenshot displays the PAMS (Proposal and Award Management System) interface. At the top, there are navigation tabs: Home, Tasks, Proposals, Awards, and Institutions. Below these is a breadcrumb trail: Home » Tasks » Browse » Applicant/Grantee [icon]. The left sidebar contains a menu with categories: ALL FUNCTIONS, Tasks (with sub-items Pending Tasks and Applicant/Grantee), Presubmission (with sub-items Countersign Preproposal and Countersign Letter of Intent), Proposals (with sub-items Complete Revised Budget and Submit Revised Budget), and Award (with sub-items Progress Report, Renewal Proposal, and Products). The main content area is titled 'Countersign Letter of Intent - List'. It features a green success message: 'Success: You have successfully submitted the Letter of Intent.' Below this is a search bar with a magnifying glass icon and a dropdown for 'Saved Searches'. A table with columns 'Submission Deadline', 'LOI Number', 'Title', 'Institution', 'PI', and 'Options' is shown, but it contains no data rows. Below the table, it says 'No records found.' and '0 items in 1 page(s)'. The page also includes pagination controls and a 'Page size: 15' dropdown.

Figure 4. Countersign Letter of Intent – List, Success